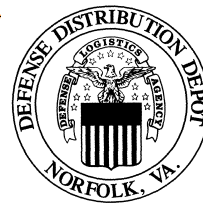




# SUPPLY CHEST



January 21, 2000

Navy Core Values: Honor, Courage, Commitment

Vol. 52 No. 2

## Rear Adm. Lippert visits NAVSUP CIC FISC site



During a busy one-day Norfolk visit, Chief of the Navy Supply Corps and Commander of the Naval Supply Systems Command, Rear Adm. Keith W. Lippert, took time to visit with the workers in NAVSUP's Customer Information Center, FISC Norfolk site. Visiting with the admiral are (left to right) Marie Moss, Naomi Mitchell (back to camera), and Dianna Klein, with Rear Adm. Lippert on far right.

## Former FISC Reserve unit commander gets his star



Rear Adm. Fenton Priest, SC, USNR, and former commanding officer of FISC Reserve Unit East 107, has his star pinned on by daughter Elisabeth during his recent promotion to flag rank. Looking on is his wife, Laetitia. Rear Adm. Priest is now assigned to Defense Logistics Agency Headquarters in Ft. Belvoir, Va.

## Retirement info, year 2000 GS salary table are in this issue

This edition of the *Supply Chest* contains some important information concerning the current round of VERA/VSIP, applying for retirement, and the General Service (GS) salary table for the year 2000. Those individuals who are eligible for VERA/VSIP should have received a letter in December acknowledging their eligibility – there's more information in the article on page 3.

If you are ready for regular retirement you have some critical, difficult decisions to make. *Supply Chest* visited the Office of Personnel Management (OPM) Web site and on pages 4 and 5 are some frequently asked questions about retirement from the federal government. The OPM Web site is at <http://www.opm.gov>.

This edition of the *Supply Chest* also has the new GS salary tables on page 6. Readers should note this salary table is for "the locality pay area of the rest of the U.S." If you have friends or co-workers in Northern Virginia, Maryland, the District of Columbia, and West Virginia, you'll find when comparing salary tables the salaries for those geographical areas are different from Tidewater area locality pay. Locality pay for Northern Virginia and the District of Columbia, Maryland, and West Virginia is 9.05 percent, while Tidewater locality pay is 6.78 percent.



# Bravo Zulu



**Capt. Phil Pfeil, Director of Fleet and Industrial Supply Center Norfolk's Material Operations Department (Code 300), reads the reenlistment oath to Petty Officer 2<sup>nd</sup> Class Tracy D. Henry. Petty Officer Henry recently reenlisted for four years. He is a postal clerk assigned to FISC's Fleet Mail Center.**



**Fleet and Industrial Supply Center, Norfolk, Commanding Officer, Capt. Alan S. Thompson, congratulates Petty Officer 3<sup>rd</sup> Class Charles D. Randolph upon his frocking to his present rank. Petty Officer Randolph is a storekeeper assigned to FISC's Customer Service Division (Code 105).**

## ***FISC welcomes aboard Skip Gallop as new Eastern Region ATAC Director***

Skip Gallop reported to the Fleet and Industrial Supply Center, Norfolk, on Jan. 18, as the new Eastern Region Advanced Traceability and Control (ATAC) Program Director. He comes to FISC from the Norfolk Naval Shipyard, where he began his federal career as an apprentice electronics technician in 1975. Upon leaving the shipyard for ATAC, Mr. Gallop was the yard's Transportation Officer, and the Physical Distribution Manager.

He has a four-year degree in business management, and is a licensed remodeling contractor. Mr. Gallop is also an ordained Mormon bishop, and during his off time likes to spend his time with his family. He also has a love for sports, especially softball.

Welcome aboard!



***Skip Gallop***

***Everyone is reminded that the Thrift Savings Plan (TSP) open season ends Monday, Jan. 31. Now is the time to plan for your future and for the security of your family! Don't wait until it's too late – your family is depending upon you!***

**FISC**



**SUPPLY CHEST**



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## Supply Chief addresses past, future challenges in Corps Birthday message

February 23, marks the 205<sup>th</sup> birthday of the U.S. Navy Supply Corps. As Chief, it is my pleasure to send birthday greetings to the Navy's Supply Team – the men and women of the Supply Corps, the enlisted personnel in the Supply ratings, and our civilians. As I look back, 1999 was full of challenges and successes for the Supply Corps and 2000 holds promise for continuing challenges and equally exciting accomplishments.

The Supply Team's record of service to the Navy this past year, as it has been over the entire 205 years of our existence, was exemplary. The quality of our people continues as the cornerstone of our success. Whether we are standing the watch around the globe or protecting the home front, our collective contributions to the Navy and its

mission of national security remain unparalleled.

Our unique business skills, talents and professionalism make us invaluable members of the overall Navy Team. From the early days of sail to the modern ships and aircraft that comprise our Fleet today, the Navy's Supply Team is an integral part in leveraging technological advancements that have made us the world's finest Navy. Today, that focus of leveraging technological advancement could not be more evident.

Our current initiatives range from using web-based technology for ordering supplies to a total reengineering of afloat food service operations. Each initiative is intended to maximize customer satisfaction and optimize manpower resources. On every front, we are

making a difference in the way the Navy conducts business.

I would also like to extend my best wishes and sincere thanks to the group of people who help to make our daily contributions possible...our spouses, children, parents and extended family members. Without you, the value of what we sacrifice each and everyday would be diminished. Simply stated, you are why we do it.

As we stand at the dawn of a new millennium, I would like to thank each and every one of you for your continuing contributions. You make it possible for supply officers around the world to turn to their Captains and confidently exclaim, "Ready for Sea."

Happy Birthday!

**K. W. Lippert**

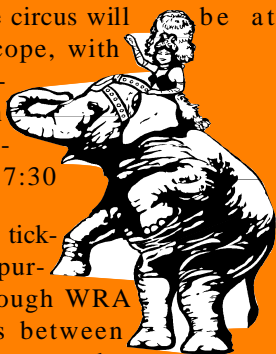
Rear Admiral. U.S. Navy

### Enjoy "The Greatest Show on Earth" while supporting WRA!

The Fleet and Industrial Supply Center, Norfolk, Welfare and Recreation Association has arranged for Friday, Feb. 18, to be "Norfolk Center Night at the Circus" for the Ringling Bros. & Barnum and Bailey Circus. The circus will be at Norfolk Scope, with the "Greatest Show on Earth" beginning at 7:30 P.M.

Discount tickets can be purchased through WRA on Fridays between noon and 1 P.M. at the WRA ticket office on the 6<sup>th</sup> floor of building W-143 in the mall area (across from the vending machines).

There will be thrills, chills, and laughter galore, so support your WRA and at the same time enjoy a night with the circus!



### VERA/VSIP is authorized until Jan. 31.

Fleet and Industrial Supply Center (FISC) Norfolk has approval until Jan. 31, to offer Voluntary Early Retirement Authority (VERA) in conjunction with the Voluntary Separation Incentive Pay (VSIP) to its organizational units located at Philadelphia and Mechanicsburg, Penn.; Washington, D.C.; Leonardo, N.J.; Charleston, S.C.; and Yorktown, Portsmouth, Williamsburg, and Norfolk, Va. All eligible permanent FISC employees can apply.

Separation pay can be offered to employees who select resignation, optional retirement, or voluntary early retirement. Applications for VERA/VSIP will be accepted until Monday, Jan. 31, 2000, in FISC's satellite Human Resources Office (HRO) located on the 6<sup>th</sup> floor, building W-143. Employees applying for the various separation programs must be off the payrolls by Friday, March 31, 2000.

Evaluation and approval results for those employees applying for separation through the programs offered will be received after the Jan. 31, cutoff date. Employees can request and receive an estimate of their retirement benefits or of their separation incentive through the Human Resources Office, but in order to receive the estimates requests must be submitted by Monday, Jan. 24, 2000. These requests must be submitted to the Human Resources Service Center NLT 24 January 2000.

Separation or retirement incentives will be paid in a lump sum and will be the lesser of \$25,000 or an amount equal to what you would be entitled to receive under the severance pay formula (less FICA/Medicare taxes, and federal and state income taxes). Employees who are paid a separation incentive and who accept reemployment with the federal government within five years after their separation must repay the entire amount of separation pay to the defense agency from which they received it.

All eligible employees should have received a detailed letter dated Dec. 10, (and distributed the week of Dec. 13) which clearly indicated their early separation options. If you have any questions, please call Kim Scott at (757) 443-1481 or Lynda Horne at (757) 443-1048.

## Influenza, or “flu” season arrives with a vengeance; – know the symptoms

Influenza, commonly called the flu,” is caused by viruses which infect the respiratory tract. Compared with most other viral respiratory infections such as the common cold, influenza infection often causes a more severe illness.

Typical clinical features of influenza include fever (usually 100 F to 103 F in adults and often higher in children) and respiratory symptoms such as cough, sore throat, runny or stuffy nose, along with headache and muscle aches, and sometimes extreme fatigue. Although nausea, vomiting, and diarrhea can sometimes accompany influenza infection – especially in children – gastrointestinal symptoms are rarely prominent. The term, “stomach flu,” is actually a misnomer that is sometimes used to describe gastrointestinal illnesses caused by other microorganisms. Influenza viruses are divided into three types, designated A, B, and C. Influenza Types A and B are responsible for epidemics of respiratory illness which occur almost every winter, and which are often associated with increased rates of hospitalization and even death. Influenza Type C differs from A and B in some important ways.

Type C infection usually causes either a very mild respiratory illness or no symptoms at all – it does not create epidemics nor does it have the severe public health impact that Types A and B have. Thus, influenza control efforts are aimed at types A and B.

The best defense against the flu is to be vaccinated. Readers are reminded that upon vaccination, it takes from one to two weeks for the medicine to become effective, so the protective measures offered by the vaccine are not immediate upon receipt. See a physician if you experience influenza symptoms. (*Editor’s note: This information was condensed from the Center for Disease Control (CDC) Web site, accessed at <http://www.cdc.gov>.*)

## Here are some frequently asked questions you should know if you are ready to retire from either FERS or CSRS

### How can I apply for retirement?

To qualify for payments from the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS), you must submit a retirement application, Standard Form 2801 (CSRS) or 3107 (FERS).

### Where should I apply?

If you have been separated from federal service for more than 30 days, submit your application to the U.S. Office of Personnel Management (OPM). If you are still working, submit it to your employer.

### Who can receive an annuity?

If you meet the requirements for a retirement benefit, you are eligible to receive an annuity based on your length of service and your highest three consecutive years of pay. The information in your application is used to determine if you are applying for a disability option, a regular or early-out option, or a discontinued service annuity. It is also used to check the service listed on your payroll records.

### Who processes my application?

Both the personnel and payroll office in your agency and OPM are responsible for processing your annuity claim.

### Can I speed up my processing time?

You can help reduce delays in processing by submitting your application in advance and by making sure your Official Personnel Folder (OPF) is complete. If you submit your paperwork early, your personnel and payroll offices will be able to complete their action before your retirement date.

How does my personnel office process my application?

Your personnel office must take the following actions to process your retirement application:

- \* Complete the "Agency Check List of Immediate Retirement Procedures," Standard Form 2801, Schedule D (CSRS) or 3701, Schedule D (FERS).

- \* Prepare and obtain your signature on the “Certified Summary of Federal Service,”

Standard Form 2801-1 (CSRS) or 3701-1 (FERS).

- \* Verify any service not fully documented in your OPF. If documentation is missing, verification may be obtained by contacting federal record centers. If the personnel office is unable to obtain verification, OPM will complete verification upon receipt of your retirement application and records. However, this process will cause a delay in processing.

- \* Certify and transfer your coverage under the Federal Employees Group Life Insurance (FEGLI) program to OPM.

- \* Transfer your enrollment under the Federal Employees Health Benefits (FEHBI) program to OPM.

- \* Prepare Standard Form 50, "Notification of Personnel Action."

- \* Send all of your retirement materials to your payroll office.

What happens after my personnel office processes my application?

After your personnel agency takes action, your agency payroll office:

- \* Authorizes your final pay check and lump sum payment for unused annual leave.

(See Questions on page 5)



## Questions for when you're ready to "go home"

(Continued from page 4)

\* Prepares your "Individual Retirement Record," Standard Form 2806 (CSRS) or 3100 (FERS) which reflects service, salary history, and annual retirement contributions and forwards all retirement documents to OPM.

### How do I know my claim was processed?

When we receive your retirement application, OPM will notify you and will provide a civil service claim identification number (a seven-digit number preceded by "CSA"). You must use that identification number whenever you contact OPM about your annuity.

### Who should I call if I have questions about my claim number?

If you need to contact OPM before you receive your claim number, first contact your former payroll office to find the date your records were transferred to OPM. Your payroll office should provide you with the number and date of the Register of Separations and Transfers. You will also need your Payroll Identification Number.

### Can I get payments before my claim is processed?

As soon as we get all your retirement records, we provide "interim" payments. These payments are usually made in four days or less, on the first of each month. We try to provide you with income until we finish processing your application. Interim payments can only be authorized if your record clearly shows your eligibility for retirement.

### How much will my interim payment be?

Generally, interim payments average more than 85 percent of your final benefit. However, they may be less if:

1. You have received a refund for retirement deductions previously paid.
2. You have service (after October 1, 1982) not covered by the retirement system.
3. You have service for which you have not paid a deposit.

### When can I receive my first interim payment?

If your records are complete, you will receive your first interim payment approximately 7 to 14 days after you receive your acknowledgement letter.

### How does OPM process my claim?

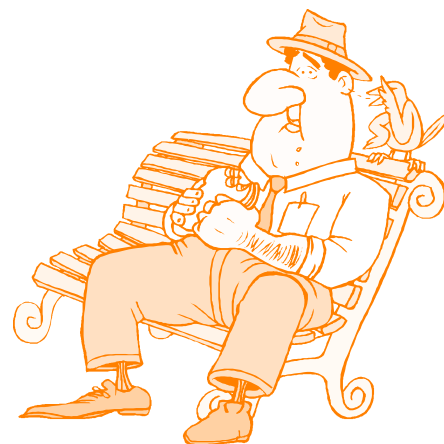
- \* Obtains missing information from your retirement documents.
- \* Determines your eligibility for an annuity and continued health and life insurance coverages.
- \* Computes the amount of your annuity.
- \* Sends you materials concerning:
  - your survivor benefit election
  - the alternative form of annuity
  - rollover to an IRA, (or if you are a FERS MRA+10 retiree)
  - your annuity commencing date
- \* Authorizes your annuity payment by the Department of the Treasury.
- \* Sends you an annuity statement.

### When are my checks due?

Regular monthly payments are due the first business day of the month immediately preceding.

### How long does it take to process my application?

If retirement records are complete upon receipt and an election of a benefit is not required, your claim processing will be completed in approximately five weeks. An additional three to four weeks may be added if a benefit election is required.



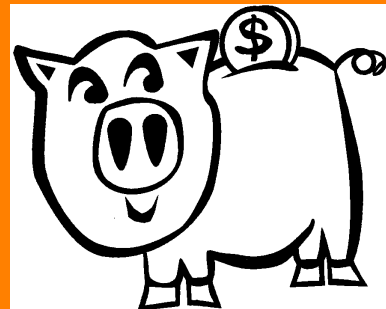
**Thinking about retirement? Make sure you are informed about the procedures and the retirement "time line" – what has to be done and when – to ensure your transition into retirement is smooth, quick, and secure.**

### The "piggy bank" is from the Middle Ages

How is it that pigs are the animal of choice when it comes to children's coin banks?

The answer goes back to the Middle Ages when metal was expensive to mine and manufacture. As a result, many everyday household items, such as pots and jars, were made out of a dense orange clay called pygg. A pygg jar (although not shaped like a pig) was a common receptacle for holding cash.

By the 18th century, these were referred to as pig banks. It was then that potters began to cast the banks in the shape of a pig – hence, the "piggy bank" was born!



## Year 2000 General Schedule pay table

Editor's note: This salary table for year 2000 general schedule (GS) pay includes the 3.8 percent general schedule pay increase and a locality payment of 6.78 percent. The two payments combined result in a net pay increase of 4.69 percent. This pay table is in effect as of Jan. 1, 2000.

	Annual Rates by Grade and Step									
	1	2	3	4	5	6	7	8	9	10
GS-1	\$14,810	\$15,304	\$15,797	\$16,286	\$16,780	\$17,070	\$17,555	\$18,046	\$18,065	\$18,527
2	16,651	17,046	17,596	18,065	18,267	18,804	19,341	19,876	20,415	20,952
3	18,169	18,774	19,380	19,985	20,590	21,196	21,801	22,407	23,012	23,618
4	20,395	21,075	21,755	22,436	23,116	23,796	24,476	25,156	25,836	26,517
5	22,819	23,579	24,339	25,100	25,860	26,620	27,381	28,141	28,901	29,661
6	25,435	26,283	27,131	27,978	28,826	29,674	30,522	31,370	32,218	33,065
7	28,265	29,206	30,148	31,090	32,032	32,974	33,915	34,857	35,799	36,741
8	31,303	32,346	33,389	34,432	35,476	36,519	37,562	38,605	39,648	40,692
9	34,575	35,728	36,880	38,032	39,184	40,336	41,488	42,640	43,793	44,945
10	38,076	39,345	40,615	41,884	43,154	44,424	45,693	46,963	48,233	49,502
11	41,834	43,229	44,623	46,018	47,412	48,807	50,202	51,596	52,991	54,385
12	50,139	51,810	53,481	55,152	56,823	58,494	60,165	61,836	63,507	65,179
13	59,623	61,610	63,597	65,584	67,571	69,559	71,546	73,533	75,520	77,507
14	70,457	72,805	75,153	77,501	79,849	82,197	84,545	86,893	89,241	91,589
15	82,876	85,639	88,401	91,163	93,926	96,688	99,451	102,213	104,975	107,738

## **CEAP note: do not fear stress – overcome it!**

We live in a world of constant change: a promotion, a demotion or change in job assignment, or perhaps a career transition. Maybe we experience a sudden change resulting from an illness, disability or death in the family. Maybe there are problems in a relationship you have with someone.

Needless to say, some life changes are more stressful than others but all changes bring with them some degree of stress – even positive changes like being a newlywed or becoming a new mom, dad, or grandparent.

We often become more easily stressed (and depressed!) after the Christmas and New Year holidays once the decorations have been put away, we have said good bye to visiting relatives and family members, and we reluctantly settle back into our daily routines of going to work and paying the bills. The transition from such a festive period to one of fighting traffic while scrambling to work, worrying about babysitters, and our youngsters' report cards can create stress to which some folks have great difficulty adjusting.

Some signs of excessive stress are:

- Having difficulty concentrating
- Sleeping less or always feeling tired
- Crying for no apparent reason
- Taking longer than average to recover

from common illnesses

- Feeling depressed
- Thinking or talking about suicide

### **Got stress – try exercising!**

- Practice relaxation exercises. Try this:
- Take a deep breath and hold it for three to five seconds, then slowly exhale.

As you exhale, imagine that you are letting stress leave your body. Do this three or four times.

- Play your winners -- winners are the events, people or things in life that make us feel good and renew our sense of hope during difficult times. If recovery from a negative change doesn't come, contact the CEAP office in building W-143 (6<sup>th</sup> floor).

Centerites are reminded CEAP offers numerous cost-free, professional counseling services to employees and immediate family members of FISC, NAVTRANS, FOSSAC, DIPC, and ILO. For more information call Veronica Thomas at 443-1049 or 443-1490.



## **FISC January events**

There will be a quarterly awards ceremony on Tuesday, Jan. 25, at 10 A.M. at the 6<sup>th</sup> Floor Mall stage area.



The blood donor drive is taking place Wednesday, Jan. 26, from 10 A.M. until 2 P.M. in the Hampton Room off the 6<sup>th</sup> floor mall.

For those who will be donating blood, please schedule a time with Helen Taylor at 443-1028. As usual, walk-in donors are welcome, but if you schedule a time for donating it will mean less waiting.



## **Capt. Trowbridge earns MSM**

*Defense Distribution Depot, Norfolk, Commander, Capt. Dick Trowbridge, is awarded the Meritorious Service Medal by Army Brig. Gen. Barbara Doornink, the Commander of the Defense Distribution Center in New Cumberland, Penn. It was Capt. Trowbridge's 3<sup>rd</sup> award of the MSM, and was presented on behalf of the Secretary of the Navy. The prestigious award was in recognition of his outstanding meritorious service while he was the Executive Assistant to the Principal Deputy Assistant Secretary in the Office of the Assistant Secretary of the Navy, from June of 1996 to June of 1999. His responsibilities during that tour included that of Quadrennial Defense Review Action Officer and working with the Logistics Task Force.*

## Rear Adm. Lippert cuts ribbon to officially open NAVTRANS household goods help desk



Chief of the Navy Supply Corps, Rear Adm. Keith W. Lippert (Left), cuts the ribbon on Jan. 10, officially opening the Navy Household Goods Help Line. The help line is a toll-free number which offers 24-hour, world-wide service to assist service members and transportation officers get information in response to any kind of household goods inquiries. The help line had been located in Mechanicsburg, Penn., but was moved to Norfolk on Nov. 29 of last year.

## It's 2000 – and guess what? We're still here!

For some reason, certain new years bring with them dire predictions of chaos, doom, and other unpleasant events which usually never come to pass. Remember George Orwell's novel 1984 and the predictions it brought about how we would lose all our individual freedoms when the year 1984 rolled around (Orwell wrote the novel decades ago)? Even this year, airplanes did not fall out of the sky, clocks did not reverse course and begin running counterclockwise, and we didn't lose electricity because of the Y2K bug – another overly inflated, virtual non-event.

As we approached the year 2000, the profits of gloom and doom were out in full force, and there were scores of predictions as to what would happen when clocks and calendars clicked over from Dec. 31, 1999, to Jan. 1, 2000. Of course, most people said catastrophic events would take place because we were entering a new millennium and a new century. Well, they were wrong on both counts because the new millennium begins at midnight on Dec. 31, 2000 (the year 2001 is the *real* first year of the 3<sup>rd</sup> millennium) and the 21<sup>st</sup> century begins the same date and time (whether you want to believe it or not, we're still in the 20<sup>th</sup> century!).

At any rate, following were some predictions from years gone which – as will be obvious – did not quite come to pass.

"The telephone has too many shortcomings to be seriously considered as a means of communication." *Western Union memo, 1876*

"Everything that can be invented has been invented." *Charles H. Duell, Director of the U.S. Patent Office, 1899*

"Radio has no future. Heavier-than-air flying machines are impossible. X-rays will prove to be a hoax." *William Thomson, Lord Kelvin, English scientist, 1899.*



## EEO Committee holds 1st 2000 meeting – you can attend and contribute

The Fleet Industrial Supply Center, Norfolk, EEO Committee held its 1<sup>st</sup> year 2000 monthly meeting on Jan. 13. All hands are reminded these monthly meetings are open to everyone and are held the 2<sup>nd</sup> Thursday of each month at 10 A.M. in the Robert Jack Room on the 6<sup>th</sup> floor of building W-143. All departments should have an EEO representative at the meetings.

Two important topics were discussed at the January meeting. Debra Sykes from the training and programs subcommittee discussed the EEO Web site ([www.eeoc.gov](http://www.eeoc.gov)). This informative site has a lot of information about EEO policy, procedures and mediation for both the federal and private sectors.

Cheryl Andrews from the FISC satellite Human Resources Office and the site EEO counselor, gave a presentation on processing complaints. She talked about Alternative Dispute Resolution, or ADR, and how it has saved commands time and money in resolving workplace disputes. She also distributed copies of the current EEO complaint processing regulations, and gave a side presentation on recent changes made to federal policy regarding complaint processing.

The information is available on the EEO Web site, and you can get a copy from your departmental EEO representative. The document title is *Discrimination Complaints Processing Regulation 29 CFR Part 1614*.

**Smokers are reminded to smoke only in designated areas, which are the two gazebos located in the parking lots adjacent to building W-143. Smoking in alcoves, bus stops, or the walkway into the garage on the west end of W-143 is not permitted.**